

Before the Event

1. Download a copy of the database
 - a. File => Download Database Copy
 - b. Hostname: scorekeeper.wwscc.org
 - c. Select series
2. If desired, download a copy of the attendance data
 - a. Attendance => Download Attendance Data
 - b. Hostname: scorekeeper.wwscc.org
 - c. Attendance => Configure Attendance Values
 - d. Verify desired values are set

Example

```
PunchCard = Series(nwr,pro); championships=0; MinYear(2011); maxyearcount<= 4;  
ISTClass = totalevents <= 9; avgyearcount <= 3;
```

During Registration

1. Enter part of the first and/or last name
2. Select the driver from the list of drivers
 - a. If the name is grey italic or not preset, you must click **"New Driver"** to create a new driver entry
3. Verify the member number for barcodes
 - a. You can **"Edit Driver"** to update the member # information
4. Verify that the correct car(s) have **Registered** to the left of them.
 - a. To (un)register a car, select it and click **"Register Entrant"** or **"Unregister Entrant"**
 - b. **In Event** means the car already has times recorded in the event
 - c. **Used** means that the car has been used in previous events
5. Cars can also be created, edited or deleted.
 - a. **"New From"** prefills the data with the selected car.

Merging registration databases

1. Take laptops to timing
2. File => Merge Database
3. Select host - nwr computer
4. Merge process will open
 - a. both laptops need to get to item 3
 - b. wait for other changes then press continue

Tasha's FAQ's

1. If an entrant is registered for two classes at the same event, <class> and **TOPM**, and it is the AM session where <class> is running, does registration need to do anything to make sure the entrant's <class> entry info is used first?

No, if multiple cars are registered, TOPM is only used once all other cars have been used in other run groups. Data Entry can also override if they need to.

2. If an entrant is running <class> and also registered for **TOPM**, but <class> runs PM so the **TOPM** entry isn't allowed/needed. What does registration need to do to make sure the correct entry is used in this situation?

*Nothing is required; however, you can unregister the **TOPM** if you wish.*

3. For an entrant who is correctly pre-registered for AM and PM and has no changes, does registration need to do anything besides verify entry info and make sure the entrant has a barcode?

No, they are ready to go

The screenshot shows the 'Registration' software window with the 'Attendance' tab selected. The interface includes a menu bar (File, Attendance), a toolbar with options like 'Download Attendance History', 'Configure Attendance Values', and 'Show Attendance Values', and a main workspace divided into several sections.

1. Attendance

First Name: Br
Last Name: W
Clear

2. Driver

Driver List: Brad Watters, Brandon Wilson, Brant Wehr, Brett Wilson, Brian Walter, Brian White, **Brian Williams**, Brock Weidner, Bruce Wade, Bryan Woodbury

Driver Details for Brian Williams (driverid=463):
Member #326295
Barcode: 326295 - Brian Williams
PDFCreator
Print Label

3. Car

Used: NS5 (STX) #18, 2006 Subaru Legacy GT White
TOAM #18, 2006 Subaru Legacy GT White
Registered: TOPM #18, 2006 Subaru Legacy GT White

Car Actions: New Car, New From, Edit Car, Delete Car
Car Details for TOAM #18 (carid=171): 2006 Subaru Legacy GT White

4. Do it

Register Entrant, Unregister Entrant

ISTClass No

totalevents	35.000
avgyearcount	5.833

PunchCard No

Series(nwr,pro)	championships	2.000
MinYear(2011)	maxyearcount	7.000